



**STATE OF TENNESSEE**  
**DEPARTMENT OF COMMERCE AND INSURANCE**  
500 JAMES ROBERTSON PARKWAY  
DAVY CROCKETT TOWER  
NASHVILLE, TENNESSEE 37243

**Administrative Services Assistant 3**  
**Office of Legal Counsel**

**Position Description**

The Tennessee Department of Commerce and Insurance Office of Legal Counsel provides legal support to all of the Divisions attached to the Department. This position is expected to provide administrative support to the Regulatory Boards Legal Division, and may also provide support regarding the Consumer Affairs Division. The Regulatory Boards Division includes more than twenty programs, which regulate several hundred thousand Tennesseans in their professions and businesses (*e.g.*, Contractors, Real Estate Brokers, Motor Vehicle Dealers, etc.), including issuing rules regarding the regulated area and taking disciplinary actions regarding violations of the laws governing the regulated field. The Tennessee Division of Consumer Affairs is devoted to protecting consumers against unfair and deceptive business practices.

**Responsibilities**

- Serve as executive assistant to the Deputy General Counsel.
- Providing grammatical review of documents
- Monitor, proofread, and route all internal memos to ensure appropriate and timely approval
- Submit Travel Authorization and Expense Reports
- Process mail by filing and distributing all mail items and preparing and sending outgoing mail
- Answer and route all telephone calls
- Provide administrative support as needed, which may include (but is not limited to): mailing documents, distributing received mail items, processing payments of civil penalties, answering and routing telephone calls on rotation, filing of pleadings and other documents with other State agencies, drafting routine correspondence, and copying and scanning.
- In addition, this position may be requested to perform paralegal and administrative duties in support of the Regulatory Boards Legal Division. Examples of such responsibilities may include:
  - File pleadings and other documents with other State agencies, on rotation
  - Prepare for legal hearings, including Court Reporter scheduling and exhibit preparation
  - Assist in maintenance of legal case files, including archive storage and destruction of documents in accordance with state law
  - Prepare and respond to any requests made pursuant to the Tennessee Open Records Act, and maintain appropriate database
- All responsibilities are of a continuing and ongoing nature and must frequently be handled in a time-sensitive manner

## Minimum Qualifications

- *Education and Experience*
  - Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of increasingly responsible full-time professional staff administrative experience.
  - Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
  - Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.
- **OR**
- Two years of increasingly responsible professional administrative services experience with the State of Tennessee.
- *Skills and Knowledge Required*
  - Positive, team-oriented attitude.
  - Highly organized, self-motivated, and detail-oriented individual.
  - Proven history of managing multiple projects while simultaneously supporting daily administrative functions.
  - Excellent oral and written communication skills.
  - Strong proficiency in Microsoft Office Suite, Adobe Acrobat, Java and general office equipment.
  - Experience with case management software, such as CORE licensing system and Abacus Law preferred.

## Other

- Salary dependent on experience beginning at \$2,769.00/Month

## To Apply

- Email resume with cover letter to [Rianna.Womack@tn.gov](mailto:Rianna.Womack@tn.gov). Electronic submissions preferred.
- Applicant screenings begin immediately and are expected to continue until the position is filled
- The State of Tennessee is an Equal Opportunity Employer
- Pursuant to State of Tennessee policy of nondiscrimination, no person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies. Persons with disabilities who require special accommodations or an alternate communication format should so request.